EXHIBIT 300   **CAPITAL ASSET PLAN AND BUSINESS CASE SUMMARY**

Exhibit 300: Capital Asset Plan and Business Case Summary
Part I: Summary Information And Justification (All Capital Assets)

Section A: Overview

1. **Date of Submission:** 2011-01-31

2. **Agency:** 012

3. **Bureau:** 25

4. **Name of this Investment:** OASAM - HR Line of Business Shared Service Center (HRLOB SSC)

5. **Unique Project (Investment) Identifier (UPI):** 012-25-01-05-01-3645-00

6. **What kind of investment will this be in FY 2012?:** Full Acquisition
   - Planning
   - Full Acquisition
   - Operations and Maintenance
   - Mixed Life Cycle
   - Multi-Agency Collaboration

7. **What was the first budget year this investment was submitted to OMB?** FY2012

8.
   a. **Provide a brief summary of the investment and justification, including a brief description of how this closes in part or in whole an identified agency performance gap, specific accomplishments expected by the budget year and the related benefit to the mission, and the primary beneficiary(ies) of the investment.**

   The DOL Human Resources Line of Business (HRLOB) Shared Service Center (SSC) funds an investment to migrate DOL's Human Resources (HR) information systems to a Federal SSC. Migrating to an SSC will enable DOL to focus on managing its HR processes rather than its HR systems, avoiding the costs associated with updating and supporting its antiquated HR systems, and improving the responsiveness of its HR organization. This investment benefits the public by enabling DOL's employees to better achieve DOL's strategic goals of ensuring safe and healthy workplaces, and fair compensation, assuring high quality work life environments, securing health benefits and income security, preparing workers for good jobs, and producing timely and accurate data on economic conditions of workers. DOL's HR systems reside on a software platform that is antiquated, no longer supported by the software vendor, does not support key HR functionality, and is increasingly prone to errors and failures. Lacking vendor support, the patchwork of maintenance and upgrades are increasingly difficult, costly, and time consuming. As a result DOL must replace its aged HR systems. In 2006 DOL completed a public sector/private sector competition to outsource the HR systems in accordance with OMB LOB guidance. The initial investment was suspended in February 2009 after several intractable issues were encountered. In 2010 DOL re-evaluated its alternatives for upgrading or outsourcing its HR systems. Following guidance from the OMB FY11 Exhibit 300/53 pass back that agencies must use DME funding to migrate to a competitively determined SSC, DOL is conducting a public sector competition to select a Federal HR SSC and begin migrating to the selected SSC. In return, DOL expects to be able to increase the reliability of its HR system, reduce the number of errors in its HR processes and reports, significantly reduce the amount of time reconciling data between disparate systems, and improve the accuracy of its payroll process. In 2010 DOL is in the initial planning phase and has released a request for proposals to qualified Federal SSCs. Upon award, DOL will negotiate an Interagency Agreement (IAA) and Memorandum of Understanding (MOU) to begin work. DOL expects the migration to be completed before the end of FY2013.

   b. **Provide any links to relevant websites that would be useful to gain additional information on the investment including links to GAO and IG reports.**

Title	Link
NONE	

9.
  a. **Provide the date of the Agency's Executive/Investment Committee approval of this investment.**
     2010-08-04
  b. **Provide the date of the most recent or planned approved project charter.** 2010-12-31

10. Contact information?
  a. **Program/Project Manager Name:** *
     Phone Number: *
     Email: *
  b. **Business Function Owner Name (i.e. Executive Agent or Investment Owner):** Gene O. Sexton
     Phone Number: *
     Email: *

11. What project management qualifications does the Project Manager have? (choose only one per FAC-P/PM or DAWIA): Project manager has been validated according to FAC-P/PM or DAWIA criteria as qualified for this investment.
  - Project manager has been validated according to FAC-P/PM or DAWIA criteria as qualified for this investment.
  - Project manager qualifications according to FAC-P/PM or DAWIA criteria is under review for this investment.
  - Project manager assigned to investment, but does not meet requirements according to FAC-P/PM or DAWIA criteria.
  - Project manager assigned but qualification status review has not yet started.
  - No project manager has yet been assigned to this investment.

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Section B: Summary of Funding (Budget Authority for Capital Assets)

1.

Table I.B.1: Summary of Funding (In millions of dollars) (Estimates for BY+1 and beyond are for planning purposes only and do not represent budget decisions)									
	PY-1 and earlier	PY 2010	CY 2011 (CY Continuing Resolution)	BY 2012	BY+1 2013	BY+2 2014	BY+3 2015	BY+4 and beyond	Total
Planning:	*	*	*	*	*	*	*	*	*
Acquisition:	*	*	*	*	*	*	*	*	*
Planning & Acquisition Government FTE Costs	*	*	*	*	*	*	*	*	*
Subtotal Planning & Acquisition(DME):	*	*	*	*	*	*	*	*	*
Operations & Maintenance:	*	*	*	*	*	*	*	*	*
Disposition Costs (optional):	*	*	*	*	*	*	*	*	*
Operations, Maintenance, Disposition Government FTE Costs	*	*	*	*	*	*	*	*	*
Subtotal O&M and Disposition Costs (SS):	*	*	*	*	*	*	*	*	*
TOTAL FTE Costs	*	*	*	*	*	*	*	*	*
TOTAL (not including FTE costs):	*	*	*	*	*	*	*	*	*
TOTAL (including FTE costs):	*	*	*	*	*	*	*	*	*
Number of FTE represented by	*	*	*	*	*	*	*	*	*

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	PY-1 and earlier	PY 2010	CY 2011 (CY Continuing Resolution)	BY 2012	BY+1 2013	BY+2 2014	BY+3 2015	BY+4 and beyond	Total
Table I.B.1: Summary of Funding (In millions of dollars) (Estimates for BY+1 and beyond are for planning purposes only and do not represent budget decisions)									
Costs:									

2. Insert the number of years covered in the column "PY-1 and earlier":

3. Insert the number of years covered in the column "BY+4 and beyond": *

4. If the summary of funding has changed from the FY 2011 President's Budget request, briefly explain those changes:
*

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Section C: Acquisition/Contract Strategy (All Capital Assets)

1.

							Table I.C.1 Contracts Table						
Contract Status	Contracting Agency ID	Procurement Instrument Identifier (PIID)	Indefinite Delivery Vehicle (IDV) Reference ID	Solicitation ID	Alternative financing	EVM Required	Ultimate Contract Value (M)	Type of Contract/Task Order (Pricing)	Is the contract a Performance Based Service Acquisition (PBSA)?	Effective date	Actual or expected End Date of Contract/Task Order	Extent Competed	Short description of acquisition
Awarded	1605	DOLF109630750	GS35F0330J		*	*	$0.1	Firm Fixed Price	X	2010-08-20	2011-08-17	Y	KRONOS WEBTA SOFTWARE MAINTENANCE AND SUPPORT RENEWAL.

2. If earned value is not required or will not be a contract requirement for any of the contracts or task orders above, explain why:
*

3.

    a.**Has an Acquisition Plan been developed? If yes, please answer the questions that follow** *
    b.**Does the Acquisition Plan reflect the requirements of FAR Subpart 7.1** *
    c.**Was the Acquisition Plan approved in accordance with agency requirements** *
    d.**If "yes," enter the date of approval?** *
    e.**Is the acquisition plan consistent with your agency Strategic Sustainability Performance Plan?** *
    f.**Does the acquisition plan meet the requirements of EOs 13423 and 13514?** *
    g.**If an Acquisition Plan has not been developed, provide a brief explanation.**
      *

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Part II: IT Capital Investments

Section A: General

1.
   a. **Confirm that the IT Program/Project manager has the following competencies: configuration management, data management, information management, information resources strategy and planning, information systems/network security, IT architecture, IT performance assessment, infrastructure design, systems integration, systems life cycle, technology awareness, and capital planning and investment control.** yes
   b. **If not, confirm that the PM has a development plan to achieve competencies either by direct experience or education.** yes

2. **Describe the progress of evaluating cloud computing alternatives for service delivery to support this investment.** HRLoB Shared Service Center (SSC) is an investment migrating to a Federal SSC as mandated by OMB. In evaluating the viable alternatives none of the SSC currently provides a cloud environment.

3. **Provide the date of the most recent or planned Quality Assurance Plan** 2010-03-31

4.
   a. **Provide the UPI of all other investments that have a significant dependency on the successful implementation of this investment.**
   b. **If this investment is significantly dependent on the successful implementation of another investment(s), please provide the UPI(s).**

5. **An Alternatives Analysis must be conducted for all Major Investments with Planning and Acquisition (DME) activities and evaluate the costs and benefits of at least three alternatives and the status quo. The details of the analysis must be available to OMB upon request. Provide the date of the most recent or planned alternatives analysis for this investment.** 2011-03-31

6. **Risks must be actively managed throughout the lifecycle of the investment. The Risk Management Plan and risk register must be available to OMB upon request. Provide the date that the risk register was last updated.** 2011-02-15

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Section B: Cost and Schedule Performance

Table II.B.1. Comparison of Actual Work Completed and Actual Costs to Current Approved Baseline:										
Description of Activity	DME or SS	Agency EA Transition Plan Milestone Identifier	Planned Cost ($M)	Actual Cost ($M)	Planned Start Date	Actual Start Date	Planned Completion Date	Actual Completion Date	Planned Percent Complete	Actual Percent Complete
FY10 Project Management Activities	DME	*	$0.2	$0.2	2009-10-05	2009-10-05	2010-09-30	2010-09-30	100.00%	100.00%
FY10 CPIC and Enterprise Architecture Activities	DME	*	$0.2	$0.2	2009-10-14	2009-10-14	2010-09-30	2010-09-30	100.00%	100.00%
FY10 Request for Proposals Development	DME	*	$0.8	$0.8	2010-04-16	2010-04-16	2010-08-13	2010-08-13	100.00%	100.00%
FY10 Proposals Evaluation	DME	*	$0.3	$0.3	2010-08-16	2010-08-16	2010-09-30	2010-09-30	100.00%	100.00%
FY11 CPIC and Enterprise Architecture Activities	DME	*	$0.1	$0.1	2010-10-01	2010-10-01	2011-09-30		75.00%	75.00%
FY11 Project Management Activities	DME	*	$0.2	$0.1	2010-10-01	2010-10-01	2011-09-30		75.00%	75.00%
FY11 Proposals Evaluation and Federal SSC Selection	DME	*	$0.0	$0.0	2010-10-01	2010-10-01	2010-10-29	2010-10-29	100.00%	100.00%
FY11 Agreements Negotiation and Finalization	DME	*	$0.0	$0.0	2010-11-02		2010-11-29		100.00%	0.00%
FY11 Detailed Project Schedule Development (with SSC)	DME	*	$0.0	$0.0	2010-11-30		2010-12-28		100.00%	0.00%
FY11 Project Schedule Integrated	DME	*	$0.0	$0.0	2010-12-29		2011-01-12		100.00%	0.00%

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Table II.B.1. Comparison of Actual Work Completed and Actual Costs to Current Approved Baseline:

Description of Activity	DME or SS	Agency EA Transition Plan Milestone Identifier	Planned Cost ($M)	Actual Cost ($M)	Planned Start Date	Actual Start Date	Planned Completion Date	Actual Completion Date	Planned Percent Complete	Actual Percent Complete
Baseline Review										
FY11 Requirements Development and Fit/Gap Analysis for Migrated System	DME	*	$2.4	$0.0	2010-12-29		2011-07-19		90.00%	0.00%
FY11 Requirements Definition Integrated Baseline Review	DME	*	$0.0		2011-07-20		2011-08-02		0.00%	0.00%
FY11 Begin Configuration and Customization of New HR System	DME	*	$0.2		2011-08-03		2011-09-30		0.00%	0.00%
FY11 Begin Data Mapping Development and Migration of DOL Data to New System	DME	*	$0.2		2011-08-03		2011-09-30		0.00%	0.00%
FY12 Continue and Complete Configuration and Customization of New HR System	DME	*	$3.8	$0.0	2011-10-03		2012-03-20		0.00%	0.00%
FY12 Continue and Complete Data Mapping Development and Migration of DOL Data to New System	DME	*	$3.8	$0.0	2011-10-03		2012-03-20		0.00%	0.00%
FY12 CPIC and Enterprise Architecture Activities	DME	*	$0.1		2011-10-03		2012-09-28		0.00%	0.00%

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Description of Activity	DME or SS	Agency EA Transition Plan Milestone Identifier	Planned Cost ($M)	Actual Cost ($M)	Planned Start Date	Actual Start Date	Planned Completion Date	Actual Completion Date	Planned Percent Complete	Actual Percent Complete
FY12 Project Management Activities	DME	*	$0.2		2011-10-03		2012-09-28		0.00%	0.00%
FY12 Configuration and Migration Integrated Baseline Review	DME	*	*	*	2012-03-21	*	2012-04-03	*	*	*
FY12 System, Integration, and Parallel Testing	DME	*	*	*	2012-04-04	*	2012-06-13	*	*	*
FY12 DOL Training on Migrated System	DME	*	*	*	2012-06-14	*	2012-08-27	*	*	*
FY12 Cutover Readiness Review (Implementation Approval)	DME	*	*	*	2012-08-28	*	2012-09-18	*	*	*
FY12 Cut-over to Migrated System	DME	*	*	*	2012-09-19	*	2012-09-28	*	*	*
FY13 CPIC and Enterprise Architecture Activities	SS	*	*	*	2012-10-01	*	2013-09-30	*	*	*
FY13 DOL System Administration of Migrated System	SS	*	*	*	2012-10-01	*	2013-09-30	*	*	*
FY13 Project Management Activities	SS	*	*	*	2012-10-01	*	2013-09-30	*	*	*
FY13 Program Implementation Review	SS	*	*	*	2013-02-13	*	2013-02-20	*	*	*
FY14 CPIC and Enterprise	SS	*	*	*	2013-10-01	*	2014-09-30	*	*	*

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Table II.B.1. Comparison of Actual Work Completed and Actual Costs to Current Approved Baseline:										
Description of Activity	DME or SS	Agency EA Transition Plan Milestone Identifier	Planned Cost ($M)	Actual Cost ($M)	Planned Start Date	Actual Start Date	Planned Completion Date	Actual Completion Date	Planned Percent Complete	Actual Percent Complete
Architecture Activities										
FY14 DOL System Administration of Migrated System	SS	*	*	*	2013-10-01	*	2014-09-30	*	*	*
FY14 Project Management Activities	SS	*	*	*	2013-10-01	*	2014-09-30	*	*	*
FY14 Program Implementation Review	SS	*	*	*	2014-02-12	*	2014-02-18	*	*	*
FY15 CPIC and Enterprise Architecture Activities	SS	*	*	*	2014-10-01	*	2015-09-30	*	*	*
FY15 DOL System Administration of Migrated System	SS	*	*	*	2014-10-01	*	2015-09-30	*	*	*
FY15 Project Management Activities	SS	*	*	*	2014-10-01	*	2015-09-30	*	*	*
FY15 Program Implementation Review	SS	*	*	*	2015-02-11	*	2015-02-17	*	*	*
FY16 CPIC and Enterprise Architecture Activities	SS	*	*	*	2015-10-01	*	2016-09-30	*	*	*
FY16 DOL System Administration of Migrated System	SS	*	*	*	2015-10-01	*	2016-09-30	*	*	*
FY16 Project Management Activities	SS	*	*	*	2015-10-01	*	2016-09-30	*	*	*

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Table II.B.1. Comparison of Actual Work Completed and Actual Costs to Current Approved Baseline:										
Description of Activity	DME or SS	Agency EA Transition Plan Milestone Identifier	Planned Cost ($M)	Actual Cost ($M)	Planned Start Date	Actual Start Date	Planned Completion Date	Actual Completion Date	Planned Percent Complete	Actual Percent Complete
FY16 Program Implementation Review	SS	*	*	*	2016-02-10	*	2016-02-16	*	*	*
FY17 CPIC and Enterprise Architecture Activities	SS	*	*	*	2016-10-03	*	2017-09-29	*	*	*
FY17 DOL System Administration of Migrated System	SS	*	*	*	2016-10-03	*	2017-09-29	*	*	*
FY17 Project Management Activities	SS	*	*	*	2016-10-03	*	2017-09-29	*	*	*
FY17 Program Implementation Review	SS	*	*	*	2017-02-08	*	2017-02-14	*	*	*
FY18 CPIC and Enterprise Architecture Activities	SS	*	*	*	2017-10-02	*	2018-09-28	*	*	*
FY18 DOL System Administration of Migrated System	SS	*	*	*	2017-10-02	*	2018-09-28	*	*	*
FY18 Project Management Activities	SS	*	*	*	2017-10-02	*	2018-09-28	*	*	*
FY18 Program Implementation Review	SS	*	*	*	2018-02-14	*	2018-02-20	*	*	*
FY19 CPIC and Enterprise Architecture Activities	SS	*	*	*	2018-10-01	*	2019-09-30	*	*	*
FY19 DOL System	SS	*	*	*	2018-10-01	*	2019-09-30	*	*	*

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Table II.B.1. Comparison of Actual Work Completed and Actual Costs to Current Approved Baseline:

Description of Activity	DME or SS	Agency EA Transition Plan Milestone Identifier	Planned Cost ($M)	Actual Cost ($M)	Planned Start Date	Actual Start Date	Planned Completion Date	Actual Completion Date	Planned Percent Complete	Actual Percent Complete
Administration of Migrated System										
FY19 Project Management Activities	SS	*	*	*	2018-10-01	*	2019-09-30	*	*	*
FY19 Program Implementation Review	SS	*	*	*	2019-02-13	*	2019-02-19	*	*	*
FY20 CPIC and Enterprise Architecture Activities	SS	*	*	*	2019-10-01	*	2020-09-30	*	*	*
FY20 DOL System Administration of Migrated System	SS	*	*	*	2019-10-01	*	2020-09-30	*	*	*
FY20 Project Management Activities	SS	*	*	*	2019-10-01	*	2020-09-30	*	*	*
FY20 Program Implementation Review	SS	*	*	*	2020-02-12	*	2020-02-18	*	*	*

2. If the investment cost, schedule, or performance variances are not within 10 percent of the current baseline, provide a complete analysis of the reasons for the variances, the corrective actions to be taken, and the most likely estimate at completion. The HRLoB SSC investment schedule variance exceeds the 10 percent threshold due primarily to a delay in the start of Milestones 10 and 11. The root cause of the delay is the availability of funding resulting from the continuing resolution. Once funding is secured, these tasks will begin and the results will be the basis for establishing the baseline. The HRLoB SSC baseline will allow better estimate of cost/schedule. If these tasks begin in Q3, the likely estimate for completion is Q1 FY 2012.

3. For mixed lifecycle or operations and maintenance investments an Operational Analysis must be performed annually. Operational analysis may identify the need to redesign or modify an asset by identifying previously undetected faults in design, construction, or installation/integration, highlighting whether actual operation and maintenance costs vary significantly from budgeted costs, or documenting that the asset is failing to meet program requirements. The details of the analysis must be available to OMB upon request. Insert the date of the most recent or planned operational analysis.

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4. Did the Operational analysis cover all 4 areas of analysis: Customer Results, Strategic and Business Results, Financial Performance, and Innovation?

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Section C: Financial Management Systems

Table II.C.1: Financial Management Systems			
System(s) Name	**System acronym**	**Type of Financial System**	**BY Funding**
*	*	*	*

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Section D: Multi-Agency Collaboration Oversight (For Multi-Agency Collaborations only)

Table II.D.1. Customer Table:	
Customer Agency	**Joint exhibit approval date**
NONE	

Table II.D.2. Shared Service Providers		
Shared Service Provider (Agency)	**Shared Service Asset Title**	**Shared Service Provider Exhibit 53 UPI (BY 2011)**
*	*	*

Table II.D.3. For IT Investments, Partner Funding Strategies ($millions):							
Partner Agency	**Partner exhibit 53 UPI (BY 2012)**	**CY Monetary Contribution**	**CY "In-Kind" Contribution**	**CY Fee-for-Service**	**BY Monetary Contribution**	**BY "In-Kind" Contribution**	**BY Fee-for-Service**
NONE							

Table II.D.4. Legacy Systems Being Replaced		
Name of the Legacy Investment of Systems	**Current UPI**	**Date of the System Retirement**
*	*	*

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Section E: Performance Information

Table I.E.1a. Performance Metric Attributes							
Measurement Area (For IT Assets)	Measurement Grouping (For IT Assets)	Measurement Indicator	Reporting Frequency	Unit of Measure	Performance Measure Direction	Baseline	Year Baseline Established for this measure (Origination Date)
Customer Results	Customer Satisfaction	% delivered services by the shared service center that meet DOL's functional requirements identified by DOL' final product users	annual	Percentage	Steady State	0%	2010-08-18
			Fiscal Year	Target	Actual Results	Target "Met" or "Not Met"	Last Updated
			2011	80%		Not Due	2010-09-16
Customer Results	Accuracy of Service or Product Delivered	% delivered services by the shared service center that meet DOL's functional requirements identified by DOL' final product users	annual	Percentage	Steady State	0%	2010-08-18
			Fiscal Year	Target	Actual Results	Target "Met" or "Not Met"	Last Updated
			2012	80%		Not Due	2010-09-16
			2013	80%		Not Due	2010-09-16
Technology	Standards Compliance and Deviations	% of compliance requirements met	annual	Percentage	Increasing	10%	2010-08-18
			Fiscal Year	Target	Actual Results	Target "Met" or "Not Met"	Last Updated
			2011	40%		Not Due	2010-09-16

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			2012	70%		Not Due	2010-09-16
			2013	90%		Not Due	2010-09-16

Mission and Business Results	Organization and Position Management	% of HR Management System migrated to the Shared Service Center	annual	Percentage	Increasing	0%	2010-08-18

Fiscal Year	Target	Actual Results	Target "Met" or "Not Met"	Last Updated
2011	40%		Not Due	2010-09-16
2012	80%		Not Due	2010-09-16
2013	100%		Not Due	2010-09-16

Processes and Activities	Risk	% of time-sensitive risks that are closed on time to the total identified time-sensitive risks for the year	annual	Percentage	Increasing	50%	2010-08-18

Fiscal Year	Target	Actual Results	Target "Met" or "Not Met"	Last Updated
2011	80%		Not Due	2010-09-16
2012	90%		Not Due	2010-09-16
2013	100%		Not Due	2010-09-16

* - Indicates data is redacted.